

## FURTHER PARTICULARS

### Seminar Leaders for Economics of Public Policy Michaelmas 2022

#### Overview of role

The Blavatnik School of Government is seeking to engage Seminar Leaders to join the teaching team of the Economics of Public Policy course within the [Master of Public Policy \(MPP\)](#) in Michaelmas Term 2022.

Public policy leaders frequently interact with professional economists. The Economics of Public Policy course aims to prepare MPP graduates for this interaction by developing the skills necessary to become a critical consumer of economic thinking. During the first three weeks of the course, students are introduced to the fundamental principles of classical economic thinking. Weeks 4-7 cover applied economic policy topics such as taxation, poverty and welfare, cost-benefit analysis, and public procurement. In Week 8, students select choices from a range of options (including education, health, climate and the environment, competition policy and jobs, and innovation among others). Seminars run in Weeks 1-7 only.

As a Seminar Leader, you will have the opportunity to lead seminars, attend interactive sessions held by lecturers, attend team meetings and assess student work.

Students typically attend two lectures and one seminar per week in the first seven weeks of the Term, with the final 'Options' week running slightly differently. In the first three weeks, they are also expected to submit a weekly multiple-choice test, which is supported by a 'Test Review' session. The course offers weekly office hours throughout the term.

This is a unique opportunity for postdoctoral researchers, college lecturers, and doctoral students to gain valuable teaching experience at a graduate level. You will have the opportunity to engage with highly motivated students drawn from across the world who bring a range of professional and policy experiences, often at senior levels.

#### The Master in Public Policy (MPP)

The MPP aims to develop practitioners rather than academics. Our current MPP class consists of 140+ students from different countries and territories around the world. Our students, who are aged between 22 and 49 years of age, have all been selected because of their outstanding academic achievements, their proven commitment to public service, and their capacity to show leadership and have real world impact. Students come from a range of different academic and socio-economic backgrounds and come with different levels of policy experience and exposure. Student profiles are available at <http://www.bsg.ox.ac.uk/people>.

## Responsibilities

You will join the Economics of Public Policy team:

- Professor [Clare Leaver](#) (course co-convenor)
- Dr [Irem Gucer](#) (course co-convenor)
- Dr [Craig Holmes](#) (course lecturer)
- Professor [Anandi Mani](#) (course lecturer)
- Professor [Stefan Dercon](#) (course lecturer)
- Dr [Isabel Ruiz](#) (course lecturer)

The course also has several guest lecturers who lead the students through applied policy discussion sessions.

You will be required to undertake the Social Sciences Division Preparation for Learning and Teaching course if you have not already received equivalent training. <http://www.learning.ox.ac.uk/support/teaching/programmes/plto/>.

### Duties:

- Act as seminar leader for two, in some cases three, seminar groups, holding 75-minute long weekly seminars with these seminar groups. Each leader's seminars will be held in consecutive slots on Friday mornings, with planning meetings taking place earlier in the week. To cover the relevant material, this requires you to:
  - View recorded lectures and attend weekly interactive sessions held by lecturers
  - Be acquainted with the materials in the recorded weekly economics lectures and the key readings on the reading list
- Send a summary of the week's seminars and some key take away points at the end of the week.
- Attend weekly planning meetings to coordinate seminar teaching material.
- Attend three meetings before the start of Michaelmas Term: (a) an introductory course meeting; (b) a seminar teaching induction session; and (c) a session on marking and feedback guidance for seminar leaders.
- Mark and provide feedback on three formative assignments for each seminar student.
- Provide written feedback on each seminar student at the end of Michaelmas term.
- Provide help with online lectures and other aspects of weekly support if necessary.

All course duties will be completed by week 0 of Hilary Term 2023.

### Hours:

- Weekly contact time with students: between 2.5 and 4 hours per week. Potentially a further 2 to 3 hours per week if undertaking office hour duties.
- Estimated preparation time and marking, including attendance of weekly lectures, team meetings and seminar preparation: 7 hours.

Seminar Leaders can expect to devote approximately 110 hours throughout the term.

<b>Tasks</b>	<b>Duration</b>	<b>Frequency</b>	<b>Estimate of Total Hours</b>
Training	4 hours	Once, beginning of term	<b>4 hours</b>
Weekly Seminars	75 minutes	Weekly per Group	75min x 2 groups x 7 weeks = <b>17.5 hours</b>
Reading of core material	2 hours	Weekly	2hrs x 7 weeks = <b>14 hours</b>
Preparation time, including team meetings	2 hours	Weekly	2hrs x 7 weeks = <b>14 hours</b>
Attending lecture and panels	2 hours	Weekly	3hrs x 7 weeks = <b>14 hours</b>
Office hours (potentially)	1 hour	Weekly	3hrs x 7 weeks = <b>7 hours</b>
Pre- and post-term meetings	Approx. 1.5 hours per meeting	3 termly	1.5hrs x 3 meetings = <b>4.5 hours</b>
Formative marking	Approx. 10 hours per assignment	3 assignments per Term	10hrs x 3 assignments = <b>30 hours</b>
Student end of term feedback	Approx. 15 minutes per student	Once, at the end of term	Estimated <b>5 hours</b>
			<b>Total Hours = 110</b>

### **Selection criteria**

- Experience of research in a relevant field of economics.
- Ability to relate theoretical issues to applied, policy problems, and deliver to a non-economist audience are also essential
- Excellent oral and written communication skills.
- A systematic, thorough and well-organised approach to work.
- A committed and collaborative team player.
- Relevant previous teaching experience.

Payment will be at the rate of £15.60 per hour (Grade 6.1), plus hourly holiday pay (12.07%).

## How to apply

If you are qualified and interested, please email your CV and a one-page cover letter highlighting your most relevant experience and the contribution you would make to [recruit@bsg.ox.ac.uk](mailto:recruit@bsg.ox.ac.uk) with the subject "Seminar Leader Economics – Michaelmas 2022".

We would welcome applications from those currently based in the UK, or overseas and who plan to be in Oxford in October 2022. Please note that you must have the right to work in the UK at the time of the teaching.

The closing date for applications is 12:00 noon (UK time) on **Monday 4 July 2022**.